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MONTHLY TECHNICAL PROGRESS REPORT

for the period

August 1 - August 31, 2002

**Submitted
to**

U.S. Environmental Protection Agency

75 Hawthorne Street

San Francisco, CA 94105

Attn: Peggy A. DeLaTorre, CO

Under Contract 68-R9-01-01

**Submitted
by**



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EPA Contract No. 68-R9-01-01

Superfund Records Management Support, Region 9

August 2002 Technical Progress Report

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on August 2.

The Prioritized Projects Report was completed and submitted to the TOAM on August 14.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on August 12.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated on August 2.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to EPA CBI Officer Lois Green on August 12 and 28 respectively.

An IS III provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on August 22.

Future Activities

Procedures manuals will be created, or revised and updated, as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No activity occurred in this reporting period.

Future Activities

Close-out activities will be performed based on procedures established by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed and entered 427 Superfund removal and remedial documents and edited 695 index records in the ImageTrax (IT) database during the month. Staff indexed 2,961 documents and edited 4,018 index records in the Superfund Document Management System (SDMS) database. Staff performed QA on each index record using a check-work report.

Staff collected and indexed records in ImageTrax and created folders for the following National Priority List (NPL) sites:

AEROJET GENERAL CORP RANCHO CORDOVA
APACHE POWDER CO
ATLAS & COALINGA ASBESTOS MINES
BROWN & BRYANT INC ARVIN FACILITY
COAST WOOD PRESERVING
DEL MONTE CORP (OAHU PLANTATION)
DEL NORTE PESTICIDE STORAGE
FRESNO SANITARY LANDFILL
INDIAN BEND WASH NORTH

INDIAN BEND WASH SOUTH
J H BAXTER & CO WEED
JASCO CHEMICAL CO
KOPPERS CO INC (OROVILLE PLANT)
LORENTZ BARREL & DRUM CO
MARCH AIR FORCE BASE
MCCOLL
MCCORMICK & BAXTER CREOSOTING CO
MODESTO GROUNDWATER CONTAMINATION
MOFFETT NAVAL AIR STATION
MONTROSE CHEMICAL CORP, TORRANCE, CA
NINETEENTH AVENUE LANDFILL
OMEGA CHEMICAL CORP
OPERATING INDUSTRIES INC LANDFILL
SAN GABRIEL VALLEY (AREAS 1-4)
SHARPE ARMY DEPOT
SOLA OPTICAL USA INC
SOUTH BAY ASBESTOS AREA
STRINGFELLOW
TUCSON INTERNATIONAL AIRPORT AREA

Staff indexed Site Assessment/Emergency Response files for the following sites:

AAD PARAMOUNT
AAD VERNON FACILITY SITE
ABEX CORP REMCO HYDRAULICS PLANT
BENHAM & JOHNSON
ENVIROPUR/PRC
GARDENA VALLEY DUMP #4
GARIGAN PROPERTY
HONEYWELL DEER VALLEY COMPUTER PARK
HONEYWELL INC
INDIA BASIN BOATYARD
LCT ENVIRONMENTAL
MARE ISLAND NAVAL SHIPYARD
NOGALES WASH
OLD SAWMILL
OLIVERS CLEANERS
ONE CAMELBACK
SAN FRANCISCO RIVER MINE TAILINGS
SENATOR MINE
TREASURE ISLAND NAVAL STATION

Staff collected and indexed records in SDMS for the following sites and collections:

AAD VERNON FACILITY SITE
ALARK HARD CHROME
BAKERSFIELD CHEMICAL SPILL
BARBERS POINT NAVAL AIR STATION
CASMALIA RESOURCES
CASTLE AIR FORCE BASE
CONCORD NAVAL WEAPONS STATION
DEFENSE FUEL SUPPORT POINT SAN PEDRO
DEL NORTE PESTICIDE STORAGE
EVERGREEN AIR CENTER
FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
GEORGE AIR FORCE BASE
IRON MOUNTAIN MINE
JET PROPULSION LABORATORY

KELLY PIPE
KEM MFG CORP
KEMCO BUSTER MINE
KEN POTTER DATSUN REPAIR
KENNAMETAL INC
KENNECOTT MINERALS CO MINES PLANT
KENNECOTT MINERALS CO REDUCTION PLANT
KENNEDY MINE
LAVA CAP MINE
LAWRENCE BERKELEY NATIONAL LABORATORY
LAWRENCE LIVERMORE NATIONAL LAB (EAST AVE)
LAWRENCE LIVERMORE NATIONAL LAB (SITE 300)
LEHR/OLD CAMPUS LANDFILL
MARE ISLAND NAVAL SHIPYARD
MCFARLAND STUDY AREA
MOTOROLA, INC (52ND STREET PLANT)
MTBE CHARNOCK
MTBE TUBA CITY
NAVAJO NATION URANIUM MINES (2)
NAVAL SUPPLY CENTER ALAMEDA ANNEX
NAVAL SUPPLY CENTER POINT MOLATE
OPERATING INDUSTRIES, INC LANDFILL
PEMACO MAYWOOD
RAM CHEMICAL
RIVERBANK ARMY AMMUNITION
SAIPAN CAPACITORS
SAN GABRIEL VALLEY (AREAS 1-4)
SOUTH BAY BASIN
SOUTHERN CALIFORNIA CHEMICAL CO INC
TECATE HAZARDOUS WASTE SITE
TREASURE ISLAND NAVAL STATION
TREASURE ISLAND NAVAL STATION-HUNTERS POINT ANNEX
TUSTIN MARINE CORPS AIR STATION

Librarian IVs eliminated the indexing backlogs of the following sites this month:

J H BAXTER
PEMACO MAYWOOD

The site assessment Librarian IV received 2 lft. of new documents, of which .6 lft. were federal facilities documents, and processed 2 new sites. In addition, .58 lft. of Oil Facility Response Plans material were received.

Staff conducted quality assurance on approximately 38.25 lft. of remedial and removal site files during August. The process includes shelf-reading, verifying that barcode and other labeling is correct and adequate, and that the file folder contains the correct document. Staff shifted approximately 517.75 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 3 site files, reorganizing, purging duplicate documents, and revising the indexing on ImageTrax when needed. In addition, the Librarian IV shifted 4 lft. of files to make room for new documents.

On August 6 at the request of the TOAM, Records Center staff met with RPM Andy Bain, Glynn Alsop of the US Army Corps of Engineers, and Elaine Ezra of TerraSpectra to discuss indexing requirements and scheduling issues for the Navajo Nation Uranium Mines (2) site.

The site assessment Librarian IV worked 8.75 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the ImageTrax and SDMS databases.

Staff will organize and index into SDMS files for the MTBE RCRA sites.

The site assessment Librarian IV will continue to add to the ImageTrax subject field information about Preliminary Assessment and Site Inspection (PA/SI) reports to make retrieval of these high-use reports more efficient.

2.2 Document Pick-up, Processing, File Management, and Storage

17.9 cft. of documents were collected from 75 Hawthorne, 16.4 cft. for indexing and 1.5 cft. for retirement to the Federal Records Center (FRC). A total of 11 Transfer of Records forms was processed.

Staff did preliminary preparation of documents for storage at the FRC for the following sites:

8 cft. of MONTROSE CHEMICAL CORP. documents

6.0 cft. of RHONE POULENC INC. (ZOECON CORP) documents

7.0 cft. of SAN DIEGO NAVAL TRAINING CENTER documents

Box Storage staff will do final preparation of the accessions.

Staff prepared 89 cft. of records for 8 new accessions to be retired to the FRC.

1.2 cft. of documents were retrieved from off-site storage at the FRC. 44.1 cft. of documents were returned to the FRC for refiling.

133 cft. of records for 14 new accessions were sent to the FRC in San Bruno in August.

Document Processing staff processed documents (including removing bindings, redacting, stamping, photocopying, or in preparation for scanning or microfilming) for the Del Norte Pesticide Storage Administrative Records (1 lft.).

Staff completed the process of disassembling the remaining .83 lft. of the Montrose Chemical Corp./Del Amo AR and refoldered all the documents.

Staff performed quality assurance on .62 cft. of material returned from microfilm/copy services.

Staff performed quality assurance on 7 cft. of material, comparing the contents of boxes in storage with the information in the Holdings database.

Staff checked 1.92 lft. of unindexed Operating Industries, Inc. Landfill documents for possible duplication with documents already in the site file or sent to the FRC.

Staff reshelfed approximately 1 lft. of Montrose Chemical Corp./Del Amo site documents that had been sent out for microfilming.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files (generate barcode labels, prepare color-coded file folders, shelve, and retrieve documents). They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will prepare 27 cft. of Atlas & Coalinga Asbestos Mine site files, 18 cft. of MTBE RCRA site files, 13 cft. of Operating Industries Inc. site files, and 7 cft. of Tustin Marine Corps Air Station site files for retirement to the FRC.

2.3 Scanning

SDMS Team members scanned documents for the following sites/collections:

- 3 documents (382 pages) for the CASMALIA RESOURCES site
- 4 documents (959 pages) for the DEL NORTE PESTICIDE STORAGE site
- 1 document (1 page) for the IRON MOUNTAIN MINE site
- 16 documents (2,358 pages) for the LAVA CAP MINE site
- 5 documents (40 pages) for the LAWRENCE BERKELEY LABORATORY site
- 16 documents (1,299 pages) for the LEHR/OLD CAMPUS LANDFILL site
- 4 documents (116 pages) for the MATHER AIR FORCE BASE site
- 4 documents (3,187 pages) for the MCCLELLAN AIR FORCE BASE site
- 1 document (182 pages) for the MOFFETT NAVAL AIR STATION site
- 132 documents (4,505 pages) for the MOTOROLA, INC (52ND STREET) site
- 675 documents (8,181 pages) for the MTBE TUBA CITY site
- 15 documents (15 pages) for the NAVAL SUPPLY CENTER POINT MOLATE site
- 1 document (2 pages) for the NEWMARK GROUNDWATER CONTAMINATION site
- 873 documents (16,314 pages) for the OPERATING INDUSTRIES, INC site
- 20 documents (376 pages) for the PA/SI indexing/scanning project
- 44 documents (3,880 pages) for the PEMACO MAYWOOD site
- 14 documents (517 pages) for the SAN GABRIEL VALLEY (AREAS 1-4) site
- 68 documents (1,458 pages) for the SHARPE ARMY DEPOT site
- 730 documents (1,995 pages) for the Technical Direction Document-TAT Contract collection
- 67 documents (109 pages) for the TREASURE ISLAND NAVAL STATION site
- 56 documents (56 pages) for the TUSTIN MARINE CORPS AIR STATION site

SDMS Team members prepared 22.5 lft. of scanned documents for retirement to FRC/NARA.

The TOM and an IS III/Computer Support Specialist met with the TOAM on August 6 to discuss possible enhancements to the SDMS system. It was decided to wait until a pilot project currently underway in Region 8 is completed before deciding to add the enhancements.

Future Activities

Staff will continue to prepare and scan files into the SDMS system and prepare them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received and indexed 5 SCAP accomplishment documents and entered the document IDs into the WasteLAN database.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the ImageTrax/SDMS document IDs into the WasteLAN database.

2.5 Financial Documentation/Cost Recovery Packaging

Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program or Enforcement Final copies:

- AAD PARAMOUNT SITE (SSID GP)
- AAD VERNON FACILITY SITE (SSID GN)
- BROWN & BRYANT (SSID H2)
- BROWN & BRYANT IN-HOUSE RI/FS (SSID W4)
- ENVIROPUR/PRC (SSID DF)

FRESNO SANITARY LANDFILL (SSID H7)
INDIAN BEND WASH (SO)-TEMPE (SSID G6)
LCT ENVIRONMENTAL (SSID GS)
MCCOLL (SSID 54)
MCCORMICK & BAXTER (SSID 1E)
OIL-PRP OVERSIGHT-CD3 (OPERATING INDUSTRIES, INC. LANDFILL) (SSID 2T)

A total of 14 financial documentation/cost recovery packaging records was added to the ImageTrax database.

Cost Recovery Department staff scanned 412 documents into the SCORPIOS system. Total scanning hours - 27.

Future Activities
Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA Environmental Protection Specialist Philip Armstrong, Circulation Department staff shredded 1.08 lft. of documents.

Future Activities
Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Circulation staff processed 110 requests for EPA staff and other requesters and provided a total of 14,481 documents. Staff performed 410 database searches either in Q! or SDMS for EPA staff, government agencies, or outside requesters.

The site assessment Librarian IV received 14 requests from EPA staff, 1 from a contractor, and 3 from state agencies, and pulled 22 files for various EPA staff, 11 for a contractor, and 10 for state agencies.

Cost Recovery Department staff received and processed 20 requests for cost recovery documents.

Forty-six (46) indices were generated by Circulation staff at the request of EPA staff or members of the public. Twenty-three (23) indices were produced in electronic format, 2 of which were sent on diskette or CD-ROM, and 21 by E-mail. Twenty-three (23) indices were generated in paper format.

Circulation staff received and processed 3 requests via the Internet for Administrative Record documents.

28.66 cft. of files were retrieved from on-site storage for circulation. 28.4 cft. of files were refiled into on-site storage boxes.

Librarian IVs responded to a number of Agency requests this month, conducting online searches, retrieving records and/or generating index reports for the following sites:

INDIAN BEND WASH NORTH
MONTROSE CHEMICAL CORP
MONTROSE CHEMICAL CORP./DEL AMO
RHONE POULENC (ZOECON CORP)
SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities
Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the ImageTrax and SDMS databases.

3.1 Freedom of Information Act (FOIA)

Staff provided FOIA support for 13 requests for the following sites:

BUCKSKIN NATIONAL MINE
FRENCH CAMP SITE

IDRIA MERCURY MINE
INDUSTRIAL WASTE PROCESSING
PURITY OIL SALES INC.
SAN GABRIEL VALLEY (AREAS 1-4)

15 requests were provided in paper format. Total pages copied onsite: 549 pages or approximately .18 lft. Together with the SDMS Team, 3 requests were provided in CD format. Total pages transferred to CD: 2,574. 2 requests were provided via email. Number of pages printed from SDMS: 16. Overall total of billable hours reported to the Agency: 27.75.

An RMS III retrieved and photocopied .1 lft. of potentially responsive documents for 4 sites in 4 FOIA requests from the Planning & Assessment section during August.

The RIM IV/Circulation Supervisor verified that 644 documents released under FOIA had accurate legal flags in ImageTrax and SDMS.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Circulation staff copied on-site a total of 4,280 non-FOIA-related pages (approximately 1.4 lft.) for EPA and other requesters and sent approximately 7,697 pages (2.57 lft.) off-site to a copy service. In addition, Circulation staff printed 796 pages (.27 lft.) from SDMS.

Document Processing staff made approximately 2,501 photocopies during August for the following projects: 378 pages at RPM request or otherwise in direct support of site indexing, 2,004 pages for Administrative Records, and 119 pages miscellaneous.

At the request of EPA staff, Cost Recovery Department staff made 16,535 copies of cost recovery-related documents.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Circulation staff and the SDMS Team worked together to fulfill 8 requests for documents to be supplied on CD-ROMs. A total of 848,802 pages was transferred to CDs. Collections were provided for the following sites:

- 1 collection of AEROJET GENERAL CORP. (RANCHO CORDOVA) site documents
- 1 collection of CASMALIA RESOURCES site documents
- 2 collections of Perchlorate Collection documents
- 5 collections of SAN GABRIEL VALLEY (AREAS 1-4) site documents
- 1 collection of various site documents

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in August:

Del Amo Waste Pits Operable Unit AR, Supplement 5, sent August 15
Tucson International Airport Area, Area A & Area B Groundwater OU AR, Supplements 4-6, sent August 20
Indian Bend Wash North AR, Supplement 5, sent August 22

A Deletion Docket for the Del Norte County Pesticide Storage Area was compiled, copied, and sent to repository on August 2.

On August 8 staff met with the TOAM and RPM Nancy Riveland-Har to conduct the kick-off meeting for the Newmark Groundwater Contamination and two Omega Chemical administrative records. Indexing requirements and scheduling issues were resolved so that initial work on these projects could begin.

On August 8 the RIM IV/Assistant Manager met with RPM Melissa Pennington to discuss indexing requirements and scheduling for the Indian Bend Wash North administrative record supplement 5.

The Crescent City Public Library was called for information and the Repositories database was updated on August 1.

Work-performed compilations for the following sites were created or updated:

ENVIROPUR/PRC (SSID DF)
MCCORMICK & BAXTER (SSID 1E)

Two microfilm test strips were sent to a service bureau for methylene blue testing on August 9. Silver master microfilm rolls were sent for technical inspection on August 27. Both tests were for the Tucson International Airport Area and the Cooper Drum ARs.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center
The TOM requested and received approval for purchase of: 60 rolls of clear label protectors from DEMCO, Inc. on August 7; a 4-drawer lateral file cabinet from Boise Cascade Office Products on August 23; and for repair of the microfilm reader/printer on August 28.

On August 5 staff replaced a defective 21-inch computer monitor which was still under warranty

The RIM IV/Head Indexer completed indexer training for the Records Management Specialist III/Contract Documents Indexer in accordance with the Records Center quality assurance training program.

The TOM conducted an all-hands staff meeting on August 7.

Future Activities

Training for new staff will be conducted in accordance with the Records Center quality assurance training program.

Staff meetings will be conducted by the TOM.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Task 6: Training and Orientation
No activity occurred in this reporting period.

Future Activities

Training and orientation will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Database maintenance was conducted on August 26. Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on August 30.

An IS III assisted EPA staff person Beatriz Bofill with technical problems relating to the Q! search program several times in August, and assisted Bella Dizon with problems relating to SDMS on August 6.

At the request of the TOAM an IS III installed SDMS for RPM Kathy Setian on August 28, and installed the Q! search program for EPA staff person Beatriz Bofill on August 1.

An IS III provided technical support for the Deletion Docket Report and Information Repository Report on August 1.

Computer Support Department staff made considerable progress in processing discrepant ImageTrax data for migration to SDMS. Updated ImageTrax data was sent to Shailesh Prabhu, an EPA image services support contractor from Research Triangle Park, N.C. several times during the month.

An IS III discovered several incorrect links in the Region 9 administrative records indices Web page and on August 27 suggested to the TOAM procedures for correcting them.

Future Activities

Database maintenance will be conducted and backup tapes will be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

On August 28, at the request of the TOAM, the TOM and RIM IV/Assistant Manager attended a roundtable discussion sponsored by the National Archives and Records Administration in Oakland, California on electronic record keeping.

The TOM attended a national Superfund Records Manager/SDMS Workgroup teleconference meeting on August 21.

Future Activities

Staff will attend a national Superfund/SDMS teleconference meeting in September.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered in this reporting period.

III. PERSONNEL ACTION

The TOM and RIM IV/Assistant Manager interviewed candidates for the open RMS II/SDMS Specialist position. The successful applicant was Cindy Qin, who will begin on the contract on September 16.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 39 new projects. In addition, the TOAM submitted 3 requests for information or support in person, via telephone or E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

August 2002

New File Footage

New Files Received	Footage	Year to Date
2,789	20.67 LFT	492.3 LFT

Inventories

Records Surveyed	Year to Date
79.08 LFT	945.45 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
133 CFT	0	0	512 CFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
82	7	0	0	21	0	0	12	122